

STAFF REPORT
Meeting Date: July 21, 2004

Agenda Item 12

TO: LAFCO Commissioners

FROM: Everett Millais, Executive Officer

SUBJECT: Revisions to Municipal Service Review and Sphere of Influence Update Work Plan

RECOMMENDATION:

Adopt the attached revised Municipal Service Review and Sphere of Influence Update Work Plan.

DISCUSSION:

The Commission first adopted a Work Plan for the municipal service review and sphere of influence update process in May 2002. While the first Work Plan was based on considerable discussion by the Commission about how to implement the mandates of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, it was developed before any service review work had commenced and with the full expectation that it would be reviewed periodically and revised as appropriate. In January of 2004, after the completion of the water and/or wastewater service reviews, the Work Plan was revised and updated in preparation for the start of the second phase of the service review and sphere of influence update process.

There has been substantial progress made in the last six months. The municipal service review and sphere of influence update process has been fully completed for 25 agencies. Because of this progress and to keep the Work Plan current it is recommended that the Commission adopt the revised Municipal Service Review and Sphere of Influence Update Work Plan.

COMMISSIONERS AND STAFF

COUNTY: Kathy Long Linda Parks <i>Alternate:</i> Steve Bennett	CITY: Evaristo Barajas, Chair Don Waunch <i>Alternate:</i> John Zaragoza	SPECIAL DISTRICT: Jack Curtis, Vice Chair Dick Richardson <i>Alternate:</i> Ted Grandsen	PUBLIC: Louis Cunningham <i>Alternate:</i> Kenneth M. Hess
EXECUTIVE OFFICER: Everett Millais	LAFCO ANALYST: Hollie Brunsky	OFFICE MANAGER/CLERK: Debbie Schubert	LEGAL COUNSEL: Leroy Smith

The recommended revision maintains and restates the basic principles and the basic phasing established by the Commission in 2002. The revisions made since the January 2004 version of the Work Plan was adopted reflect the Commission's review and update, as necessary, for 22 agencies that were part of the water and/or wastewater service reviews conducted in 2003, two Countywide districts where it was determined that no sphere of influence updates were necessary, and the 17 special districts to be reviewed as part of Phase 2 based on the contract with Joyce Crosthwaite.

The service review and sphere of influence update process remains the major focus of staff activities. The Commission will continue to receive periodic reports as progress occurs or circumstances change. Further revisions to the Work Plan will also be presented as major elements are completed.

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MUNICIPAL SERVICE REVIEW & SPHERE OF INFLUENCE UPDATE WORK PLAN: 2002-2005

Work Plan Principles

- The municipal service review and sphere of influence process will be conducted in three overlapping phases.
- Phase 1 will be a Countywide review of water and wastewater services. Water (non-agricultural) and wastewater services are core municipal services necessary for urban growth. Of the existing 10 cities and 49 special districts with sphere of influence boundaries, 36 provide some form of water and/or wastewater service. There is more overlap in the spheres of influence of water and wastewater service providers than any of the other categories of municipal services.
- Phase 2 will be an agency-by-agency review for services, except water and wastewater services, provided by all special districts, except health care, memorial and harbor/port districts.
- Phase 3 will be an agency-by-agency review for services, except water and wastewater services, provided by all cities and health care and harbor/port districts.
- Municipal service reviews should be prepared in collaboration with the affected agencies. Information requested should be from available public sources and the need for any agency to prepare new information should be minimized. To the maximum extent possible service review determinations should be based on information provided by the affected agencies. Municipal service reviews should be of meaningful use to the affected agencies.
- The focus of municipal service reviews should be on those aspects of operations that relate to the authorities of LAFCO, specifically issues that relate to governmental organization and agency and sphere of influence boundaries.
- Public participation in the service review and sphere of influence update process should be encouraged. All municipal service reviews should be readily accessible to, and easily understandable by, the general public.
- The first municipal service reviews should establish a base of information and data that can be readily updated and used for subsequent municipal service reviews.
- Municipal service reviews and sphere of influence updates are the responsibility of LAFCO. LAFCO will budget sufficient resources to prepare municipal service reviews and basic sphere of influence updates either by consultants or staff or some combination of consultants and staff. If, however, further special studies are warranted or in-depth environmental review is necessary for the completion of municipal service reviews or sphere of influence updates, LAFCO will seek funding from the affected agency.
- If, upon review, LAFCO determines that no sphere of influence update is necessary for an agency, no municipal service review will be conducted for that agency. Such a determination has been made for the Ahmanson Ranch Community Services District. While formed this District is not operational, has no revenues and should be dissolved.
- This Work Plan should be periodically revised and updated based on work completed and determinations made by LAFCO.

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Phase 1 – Countywide Water & Wastewater Services 2002-2005

Jurisdiction	Services Reviewed	MSR Status	Sphere Update Status	Comments
Calleguas Municipal Water District	All (Water)	Completed Sept. 2003	Updated 5-19-04	Completed
Camarillo Sanitary District	All (Water)	Completed Sept. 2003	Updated 5-19-04	Completed
Camrosa Water District	All (Water & Wastewater)	Completed Sept. 2003	Reviewed 5-19-04	Completed ; sphere of influence reviewed, no update necessary
Casitas Municipal Water District	Water & Wastewater	Completed Dec. 2003	1 st quarter 2005	Additional service review necessary: Recreation Services; No sphere issues
Channel Islands Beach Community Services District	Water & Wastewater	Completed Dec. 2003	1 st quarter 2005	Additional service review necessary: Solid Waste Services; Sphere analysis to include: Areas in Channel Islands Harbor; possible zero sphere
City of Camarillo	Water	Completed Sept. 2003	4 th quarter 2005	Additional service reviews necessary: Drainage, Police, Solid Waste and Street & Highway Services: Sphere analysis to include: Service areas outside sphere; discrepancies with SOAR
City of Fillmore	Water & Wastewater)	Completed Dec. 2003	4 th quarter 2005	Additional service reviews necessary: Drainage, Fire, Police, Recreation, Solid Waste and Street & Highway Services. Sphere analysis to include: Discrepancies with SOAR
City of Oxnard	Water & Wastewater	Completed Dec. 2003	4 th quarter 2005	Additional service reviews necessary: Drainage, Fire, Police, Recreation, Solid Waste & Street and Highway Services. Sphere analysis to include: Discrepancies with SOAR

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Phase 1 – Countywide Water & Wastewater Services 2002-2005

Jurisdiction	Services Reviewed	MSR Status	Sphere Update Status	Comments
City of Port Hueneme	Water & Wastewater	Completed Dec. 2003	Reviewed 3-24-04	Completed; Sphere of Influence reviewed; Determination that no sphere update necessary and no further service reviews are necessary
City of San Buenaventura	Water & Wastewater	Completed Dec. 2003	4 th quarter 2005	Additional service reviews necessary: Drainage, Fire, Police, Recreation, Solid Waste and Street & Highway Services. Sphere analysis to include: Service areas outside sphere & discrepancies with SOAR & HVPA
City of Santa Paula	Water & Wastewater	Completed Dec. 2003	4 th quarter 2005	Additional service reviews necessary: Drainage, Fire, Police, Recreation, Solid Waste and Street & Highway Services; Sphere analysis to include: Discrepancies with SOAR.
City of Simi Valley	Wastewater	Completed Sept. 2003	4 th quarter 2005	Additional service reviews necessary: Drainage, Police, Solid Waste and Street & Highway Services; Sphere analysis to include: Discrepancies with SOAR
City of Thousand Oaks	Water & Wastewater	Completed Sept. 2003	4 th quarter 2005	Additional service reviews necessary: Drainage, Police, Solid Waste and Street & Highway Services; No sphere issues
Fox Canyon Groundwater Management Agency	All (Water)	Completed Dec. 2003	Updated 2-18-04	Completed
Hidden Valley Municipal Water District	All (no services provided currently, but potential Water services)	Completed Sept. 2003	Reviewed 2-18-04	Completed; sphere of influence reviewed, no update necessary

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Phase 1 – Countywide Water & Wastewater Services 2002-2005

Jurisdiction	Services Reviewed	MSR Status	Sphere Update Status	Comments
Lake Sherwood Community Services District	All (Water)	Completed Sept. 2003	Reviewed 2-18-04	Completed
Meiners Oaks County Water District	All (Water)	Completed Dec. 2003	Updated 2-15-04	Completed
Montalvo Municipal Improvement District	All (Wastewater)	Completed Dec. 2003	Updated 5-19-04	Completed
Ocean View Municipal Water District	All (Water)	Completed Dec. 2003	Reviewed 2-18-04	Completed ; sphere of influence reviewed, no update necessary
Ojai Basin Groundwater Management Agency	All (Water)	Completed Dec. 2003	Reviewed 2-18-04	Completed ; sphere of influence reviewed, no update necessary
Ojai Valley Sanitary District	All (Wastewater)	Completed Dec. 2003	3rd quarter 2004	Significant sphere issues; sphere analysis to include: Areas in boundaries, but outside sphere & areas outside sphere and boundaries receiving service
Ojai Water Conservation District	All (Water)	Completed Dec. 2003	Reviewed 2-18-04	Completed ; sphere of influence reviewed, no update necessary
Pleasant Valley County Water District	All (Water)	Completed Sept. 2003	Updated 5-19-04	Completed
Saticoy Sanitary District	All (Wastewater)	Completed Dec. 2003	Reviewed 2-18-04	Completed ; sphere of influence reviewed, no update necessary
Triunfo Sanitation District	All (Water & Wastewater)	Completed Sept. 2003	3 rd quarter 2004	Sphere analysis to include: Discrepancies between boundaries and sphere; possible zero sphere
United Water Conservation District	Water	Completed Dec. 2003	1 st quarter 2005	Additional service review necessary: Recreation Services; No sphere issues

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Phase 1 – Countywide Water & Wastewater Services 2002-2005

Jurisdiction	Services Reviewed	MSR Status	Sphere Update Status	Comments
Ventura County Service Area No. 29	All (Wastewater)	Completed Dec. 2003	Reviewed 2-18-04	Completed ; sphere of influence reviewed, no update necessary
Ventura County Service Area No 30	All (Wastewater)	Completed Dec. 2003	Reviewed 2-18-04	Completed ; sphere of influence reviewed, no update necessary
Ventura County Service Area No. 32	All (Wastewater)	Completed Dec. 2003	Reviewed 2-18-04	Completed ; sphere of influence reviewed, no update necessary
Ventura County Waterworks District No. 1	All (Water & Wastewater)	Completed Sept. 2003	Reviewed 2-18-04	Completed ; sphere of influence reviewed, no update necessary
Ventura County Waterworks District No. 8	All (Water)	Completed Sept. 2003	3 rd quarter 2004	Sphere analysis to include: Relationship to City of Simi Valley boundaries & Soar; future growth areas
Ventura County Waterworks District No. 16	All (Wastewater)	Completed Dec. 2003	Updated 2-18-04	Completed
Ventura County Waterworks District No. 17	All (Water)	Completed Sept. 2003	Reviewed 2004	Completed ; sphere of influence reviewed, no update necessary
Ventura County Waterworks District No. 19	All (Water)	Completed Sept. 2003	Updated 2-18-04	Completed
Ventura Regional Sanitation District	Water & Wastewater	Completed Sept. 2003	1 st quarter 2005	Additional service review necessary: Solid Waste Services; Sphere analysis to include: Areas including City of Moorpark and City of Simi Valley
Ventura River County Water District	All (Water)	Completed Dec. 2003	Updated 2-18-04	Completed

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Phase 2 – Agency By Agency municipal service reviews and sphere of influence updates for all districts
(except health care, memorial, harbor/port & resource conservation districts)
2002-2005

Jurisdiction	Services Reviewed	Start Service Review (on/before)	Completion of SOI Update (on/before)	Comments
Bardsdale Cemetery District	All (Cemetery)	2 nd quarter 2004	4 th quarter 2004	Combine review with El Rancho Simi and Piru Public Cemetery Districts
Bell Canyon Community Services District	All (Fire, Police, Solid Waste)	2 nd quarter 2004	4 th quarter 2004	Separate review; a unique district
Casitas Municipal Water District	Recreation	2 nd quarter 2004	4 th quarter 2004	Include prior Water and Wastewater service review determinations
Channel Islands Beach Community Services District	Solid Waste	2 nd quarter 2004	4 th quarter 2004	Include prior Water and Wastewater service review determinations
Conejo Recreation and Park District	All (Health, Police, Recreation)	2 nd quarter 2004	4 th quarter 2004	Combine w/ Pleasant Valley and Rancho Simi Recreation and Park Districts and Ventura County Service Area No. 33
El Rancho Simi Cemetery District	All (Cemetery)	2 nd quarter 2004	4 th quarter 2004	Combine review with Bardsdale and Piru Public Cemetery Districts
Oxnard Drainage District No. 1	All (Drainage)	2 nd quarter 2004	4 th quarter 2004	Combine review with Oxnard Drainage District No. 2
Oxnard Drainage District No. 2	All (Drainage)	2 nd quarter 2004	4 th quarter 2004	Combine review with Oxnard Drainage District No. 1
Piru Public Cemetery District	All (Cemetery)	2 nd quarter 2004	4 th quarter 2004	Combine review with Bardsdale and El Rancho Simi Cemetery Districts
Pleasant Valley Recreation and Park District	All (Police, Recreation)	2 nd quarter 2004	4 th quarter 2004	Combine review with Conejo and Rancho Simi Recreation and Park Districts and Ventura County Service Area No. 33
Rancho Simi Recreation and Park District	All (Police, Recreation)	2 nd quarter 2004	4 th quarter 2004	Combine with Conejo and Pleasant Valley Recreation and Park Districts and Ventura County Service Area No. 33

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Phase 2 – Agency By Agency municipal service reviews and sphere of influence updates for all districts
(except health care, memorial, harbor/port & resource conservation districts)
2002-2005

Jurisdiction	Services Reviewed	Start Service Review (on/before)	Completion of SOI Update (on/before)	Comments
United Water Conservation District	Recreation	2 nd quarter 2004	4 th quarter 2004	Include prior Water service review determinations
Ventura County Fire Protection District	All (Fire)	NA	Reviewed 3-24-04	Completed; Sphere of Influence reviewed; Determination that no sphere update necessary and no further service reviews are necessary
Ventura County Watershed Protection District	All (Drainage)	NA	Reviewed 3-24-04	Completed; Sphere of Influence reviewed; Determination that no sphere update necessary and no further service reviews are necessary
Ventura County Service Area No. 3	All (Street & Highway)	1 st quarter 2004	4 th quarter 2004	Combine review with Ventura County Service Areas No. 4 and No. 14
Ventura County Service Area No. 4	All (Police, Street & Highway)	1 st quarter 2004	4 th quarter 2004	Combine review with Ventura County Service Areas No. 3 and No. 14
Ventura County Service Area No. 14	All (Street & Highway)	1 st quarter 2004	4 th quarter 2004	Combine review with Ventura County Service Areas No. 3 and No. 4
Ventura County Service Area No. 33	All (Police, Recreation)	1 st quarter 2004	4 th quarter 2004	Combine review with Conejo, Pleasant Valley and Rancho Simi Recreation and Park Districts
Ventura Regional Sanitation District	Solid Waste	1 st quarter 2004	4 th quarter 2004	Include prior Water and Wastewater determinations

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Phase 3 – Agency by Agency municipal service reviews and sphere of influence updates
for most cities, and health care, memorial, harbor/port & resource conservation districts
2002-2005

Jurisdiction	Services Reviewed	Start Service Review (on/before)	Completion of SOI Update (on/before)	Comments
Camarillo Health Care District	All (Health)	4 th quarter 2004	4 th quarter 2005	Separate review; a unique district
City of Camarillo	Drainage, Police, Recreation, Solid Waste and Street & Highway	4 th quarter 2004	4 th quarter 2005	Include prior Water service review determinations
City of Moorpark	Drainage, Police, Recreation, Solid Waste and Street & Highway	4 th quarter 2004	4 th quarter 2005	Separate review, no prior service determinations
City of Ojai	Cemetery, Drainage, Police, Recreation, Solid Waste and Street & Highway	4 th quarter 2004	4 th quarter 2005	Separate review, no prior service determinations
City of Oxnard	Drainage, Fire, Police, Recreation, Solid Waste and Street & Highway	4 th quarter 2004	4 th quarter 2005	Include prior Water and Wastewater service review determinations
City of Port Hueneme	Drainage, Police, Recreation, Solid Waste and Street & Highway	4 th quarter 2004	Reviewed 3-24-04	Include prior Water and Wastewater service review determinations
City of San Buenaventura	Drainage, Fire, Police, Recreation, Solid Waste and Street & Highway	4 th quarter 2004	4 th quarter 2005	Include prior Water and Wastewater service review determinations. Possibility of combining portions with amendments to City General Plan

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Phase 3 – Agency by Agency municipal service reviews and sphere of influence updates
for most cities, and health care, memorial, harbor/port & resource conservation districts
2002-2005

Jurisdiction	Services Reviewed	Start Service Review (on/before)	Completion of SOI Update (on/before)	Comments
City of Santa Paula	Drainage, Fire, Police, Recreation, Solid Waste and Street & Highway	4 th quarter 2004	4 th quarter 2005	Include prior Water and Wastewater service review determinations
City of Simi Valley	Drainage, Police, Solid Waste and Street & Highway	4 th quarter 2004	4 th quarter 2005	Include prior Water and Wastewater service review determinations
City of Thousand Oaks	Drainage, Police, Recreation, Solid Waste and Street & Highway	4 th quarter 2004	4 th quarter 2005	Include prior Water and Wastewater service review determinations
Fillmore-Piru Memorial District	All (Veteran Memorial Hall Services)	4 th quarter 2002	4 th quarter 2003	Logical to combine with service review for the City of Fillmore
Oxnard Harbor District	All (Harbor and Port)	4 th quarter 2004	4 th quarter 2005	Limited or no sphere issues; Possible determination that no sphere update necessary and no service reviews are necessary
Ventura County Resource Conservation District	All (Soil & water conservation)	4 th quarter 2004	4 th quarter 2005	Limited or no sphere issues; Possible determination that no sphere update necessary and no further service reviews are necessary
Ventura Port District	All (Harbor and Port)	4 th quarter 2004	4 th quarter 2005	Separate review.

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COMPLETION STATUS FOR MUNICIPAL SERVICE REVIEWS & SPHERE OF INFLUENCE UPDATES

Completed as of July 1, 2004

1. Ahmanson Ranch Community Services District**
2. Calleguas Municipal Water District
3. Camarillo Sanitary District
4. Camrosa Water District
5. City of Port Hueneme**
6. Fox Canyon Groundwater Management Agency
7. Hidden Valley Municipal Water District
8. Lake Sherwood Community Services District
9. Meiners Oaks County Water District
10. Montalvo Municipal Improvement District
11. Ocean View Municipal Water District
12. Ojai Basin Groundwater Management Agency
13. Ojai Water Conservation District
14. Pleasant Valley County Water District
15. Saticoy Sanitary District
16. Ventura County Fire Protection District**
17. Ventura County Service Area No. 29
18. Ventura County Service Area No. 30
19. Ventura County Service Area No. 32
20. Ventura County Watershed Protection District**
21. Ventura County Waterworks District No. 1
22. Ventura County Waterworks District No. 16
23. Ventura County Waterworks District No. 17
24. Ventura County Waterworks District No. 19
25. Ventura River County Water District

Started in 2003 – To be completed in 2004

1. Ojai Valley Sanitary District
2. Triunfo Sanitation District
3. Ventura County Waterworks District No. 8

Started in 2nd Quarter 2004

1. Bardsdale Cemetery District
2. Bell Canyon Community Services District

3. Casitas Municipal Water District (recreation services)
4. Channel Islands Beach Community Services District (solid waste services)
5. Conejo Recreation and Park District
6. El Rancho Simi Cemetery District
7. Oxnard Drainage District No. 1
8. Oxnard Drainage District No. 2
9. Piru Public Cemetery District
10. Pleasant Valley Recreation and Park District
11. Rancho Simi Recreation and Park District
12. United Water Conservation District (recreation services)
13. Ventura County Service Area No. 3
14. Ventura County Service Area No. 4
15. Ventura County Service Area No. 14
16. Ventura County Service Area No. 33
17. Ventura Regional Sanitation District (solid waste services)

To start in 4th Quarter 2004

1. Camarillo Health Care District
2. City of Camarillo
3. City of Fillmore
4. City of Moorpark
5. City of Ojai
6. City of Oxnard
7. City of San Buenaventura
8. City of Santa Paula
9. City of Simi Valley
10. City of Thousand Oaks
11. Fillmore-Piru Memorial District
12. Oxnard Harbor District
13. Ventura Port District
14. Ventura County Resource Conservation District

** Sphere of Influence reviewed; no update necessary; no service reviews or no further service reviews necessary.